

Regional Conference Program Chairperson

Supervision Received: Vice Chair for Programs/NACA Board of Directors

Supervision Exercised: Education and Professional Development Coordinator, Volunteer Development Coordinator, Conference Logistics Coordinator, Business Networks Coordinator Associate Member Projects Coordinator, Student Projects Coordinator

General Responsibilities: The Regional Conference Program Chairperson serves as the senior officer within the region and is responsible to the Board of Directors for every aspect of managing the planning and execution of the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures, the NACA Budget Processes for Regions, the Associate Member Regional Conferences Guide, minimum guidelines for regional conferences as well as other applicable laws and regulations.
- Facilitates communication between the RCPC and the NACA Board of Directors.
- Assures that volunteers are up to date on association issues and assures that Board of Directors representatives are familiar with regional challenges and successes.
- Coordinates regional conference meetings according to established guidelines.
- Presides over regularly scheduled conference planning meetings.
- Determines featured speakers to invite to the conference in conjunction with the Education and Professional Development Coordinator, Professional Development Programs Coordinator and the NACA Office staff.
- In conjunction with the Association Treasurer and members of the program committee, participates in budget development process on behalf of the region and assists in managing the conference budget.
- In conjunction with the Volunteer Development Coordinator, ensures diverse and effective volunteer recruitment within the region. Works in partnership with the Volunteer Development Coordinator and National Volunteer Development Coordinator to assure timely, thorough and effective training of regional volunteers.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Assures that NACA goals, initiatives and relevant Strategic Plan objectives are integrated with conference initiatives and position responsibilities. Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.

Term of Service: September 15 of the current year through December 15 of the next year (For Northern Plains, March 15 of the current year through May 30 of the next year)

Association Support: The Regional Conference Program Chairperson receives a registration waiver for the conference. NACA will pay for their hotel room for the times in which they are required to attend the event.

Qualifications:

- The Regional Conference Program Chairperson must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

- The Regional Conference Program Chairperson must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)